

ROUTING AND TRANSMITTAL SLIP Date
16 January 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Legislative Liaison	ES	17 Jan
2. DD/OLL ??	ES	17 JAN 1985
3. [Redacted]		
4. [Redacted]		
5. [Redacted]		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

I hope you may be able to attend and/or send some representatives.

Your suggestions would be most welcome.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, Regulatory Policy Division	1105 Ames

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OPTIONAL FORM 41 (Rev. 7-76)
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16 JAN 1985

LEGISLATIVE LIAISON
85-0072

"Regs"

Record

MEMORANDUM FOR: Director of Legislative Liaison

FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Meeting on the Preparation and Coordination
of the Agency's Regulatory Issuances

1. The Regulatory Policy Division (RPD) has scheduled a meeting on 30 January 1985 in Room 1A07 Headquarters for all Agency Planning and Administrative Officers and others involved in preparing, coordinating, and distributing Agency regulatory issuances. The purpose will be to review procedures and guidelines so as to accomplish a better product, speed up coordination, and find out what problems initiators and coordinators may be experiencing in order to help resolve them.

2. Accordingly, we are extending this invitation to you to attend and request that you invite the individuals in your office who are involved in the regulatory process to accompany you. The morning session will extend from 10 a.m. to 11:30 a.m. and be devoted primarily to the Agency's regulatory system, the preparation and coordination of issuances, and problems that may be facing coordinators and initiators. The afternoon session, from 1:30 p.m. to 2:30 p.m., will be devoted primarily to any unfinished business from the morning session and the distribution process for regulatory issuances. We suggest that individuals attending try to arrive about 9:45 a.m. so that we may begin the meeting on time. Please respond with the names of those attending no later than COB 18 January to RPD's [REDACTED] on extension

[REDACTED] Any questions or suggestions you may have regarding this meeting may also be directed to [REDACTED]

